

VIMS: Reconcile Inventory

COVID Only

Providers are expected to conduct a physical count of COVID-19 vaccines by **9am after each clinic weekday** and enter that information into the Vaccine Inventory Management System (VIMS). The reconciliation request form displays recent vaccine delivered, as well as any doses adjusted out. Please submit any adjustments before moving onto reconciling inventory. Record the total doses administered (# Doses admin) and doses on hand (Physical count # doses) of each COVID-19 vaccine since the date and time of your last reconciliation.

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

Taking Stock

The first step in reconciling vaccine inventory is taking a physical count of vaccines in the fridge. VIMS provides a worksheet to help organize and calculate data. To retrieve it, select Reconcile from the left menu. The system will display a new reconciliation form unless a draft was saved but not submitted previously. Click the Print button at the bottom of the page. Take the printout to the refrigerator or freezer and record the count in the Physical count # doses column. It is useful to fill in the # Doses admin field on the worksheet prior to entering the data

Complete all sections marked below in red to submit a reconciliation.

Reconciliation Request

Request Status

Practice

Created Date

Count Date

User Name

PIN

Submitted Date

Last Recon Date

IZ Approved Date

IZ Hold Date

Type

Vaccine Coordinator

Changes to Info?

Is new Coord Physician?

Comments

Practice Comments

IZ Comments

Value

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses	Cost per dose	Value
FLU AD	Fluarix	58180-0885-52	ADU	022435	6/30/2023	0	100		0		100		\$12.450	\$1,245.000
		60019-0305-10	PED	H8729	6/30/2023	0	350		175		175		\$18.880	\$3,304.000
FLU PED	Fluarix	58180-0885-52	PED	03H34	6/30/2023	0	150		0		150		\$13.750	\$2,062.500
	FluMist	60019-0307-10	PED	50922	6/30/2023	0	250		0		250		\$18.880	\$4,720.000

Save as Draft

Submit Reconciliation

Cancel

Print

Value: \$11,331.500

Error: Numbers don't add up.

Fix: The Expected # doses on hand & the Physical count # doses columns must match. The user must account for missing doses. Were they wasted? Does an adjustment need to be submitted first?

Error: Required Field empty.

Fix: A value must be provided for every field in the # Doses admin and Physical count # doses columns. If left blank, an error message will appear. Fill any null fields with a "0".